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CURRICULUM COUNCIL (CC) BRIEFING OF DDS

27 May 1971

I. The Objectives of the CC:

A. To assure a high quality of training in a sequence that will assist management in planning career development, timely preparation for specific assignments and professional growth of all personnel.

B. To determine what the OTR curriculum should be.

C. To advise on how teaching resources should be organized and allocated.

D. To assure that on-going programs answer today's and future needs and are current substantively as well as in their use of teaching methods.

II. Tasks:

A. Review all OTR courses.

B. Determine the relevance of course content.

C. Identify who needs a given course.

D. Identify and eliminate unnecessary duplication of courses.

E. Identify and suggest the development of needed new instruction.

F. Determine the place of instruction; that is, should OTR put it on or should it be done elsewhere.

G. Identify courses and programs -- the goals of which would be achieved more efficiently through advanced educational technology.

H. Assure timely exploitation in all schools of materials or techniques developed in one.

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III. The Composition of the CC:

A. C/SIWA	Member
B. C/SUS	"
C. C/OS	"
D. [REDACTED]	"
E. C/Component Training	"
F. DDTR	Chairman

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IV. History of Curriculum Review Needs in OTR:

- Proliferation of courses in '60s.
- Inordinate weight of CTP on courses and schedules.
- Development of across-Directorate courses: Grid, MEDC, AMP, etc.
- Steady increase in use of external training.

V. How the Council Works:

- A. Notebooks
 1. Schedule
 2. Syllabus
 3. Course Report
 4. Student critiques
- B. Review of courses in each school.
- C. Interview of Chief Instructor
- D. Interview of former students
- E. Discussion with customer
- F. Council deliberation with DTR present

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VI. To Date the CC has Reviewed:

- A. The courses of each School [REDACTED] (Attachments A - D)
- B. EOD training of clericals and professionals.
- C. The matter of control and coordination of guest speakers. (Attachment E)
- D. In detail the OFC, ITC, and IWA and concluded that these three courses of 12 weeks should be reduced to a new 4-week IWA. (Distinction between CT and other professional training.)
- E. Review of subjects recommended by ST personnel as suitable for special seminars in OTR or Agency-wide.
- F. The status of development of the Senior Seminar.

VII. The CC has recommended and described training "ladders" or tracks (the Department of State refers to its ladders as "cones") for each Directorate -- to follow the IWA. (Attachment F)

Courses of Ladder:

- . Core
- Across-Directorate
- "PEG"
- Basic Skills

VIII. Pending Review and Inquiries - A Sample

- A. The AIS - MEDC
- B. Decisions and recommendations re clerical training.
- C. Management Courses -- positioning of the Grid on ladders.
- D. Status report on the Senior Intelligence Seminar

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E. The synchronization of external training -- with the OTR curriculum.

F. Course Reports -- need and validity

G. OTR seminar subjects -- continue review

H. Use of administrative instructions in course

I. Review of the Language School programs

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Attachments:

- A. [REDACTED]
- B. Operations School
- C. School of Intelligence and World Affairs
- D. Support School
- E. Guest Speakers
- F. Ladders

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Recent Developments

1. High Risk of Capture is now regularly scheduled bi-weekly for staff officers and as required for selected staff agent and contract agent personnel.
2. Operations School maintains a capability to offer special courses as requested such as the European Operations Course.

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Courses Presently Offered

	<u>Length</u>	<u>Frequency</u>
<u>Intelligence and World Affairs</u>	4 weeks	9
<u>Advanced Intelligence Seminar</u>	2 1/2 weeks	4
<u>Intelligence Production</u>	8 weeks	2
<u>Intelligence Research</u>	40 hours	As required
<u>Writing Workshops</u> (Basic, Intermediate, Special)	24 hours	12
<u>Intelligence Briefing</u>	24 hours	5
<u>Reading</u> (contract)	28 hours	As required
<u>Listening</u> (contract)	1 day	As required
<u>Overseas Orientation</u>	2 days	12
<u>Imagery Analysis</u>	8 days	2
<u>Geography -- USSR</u>	18 days	As required
<u>Geography -- China</u>	9 days	3
<u>USSR Survey</u>	2 weeks	2
<u>China Familiarization</u>	1 week	6
<u>Latin America Seminar</u>	3 days	5

Other Functions of SIWA

1. Organization and management of special executive programs (Brookings, State Senior Seminar, NSA Senior courses, JCS-DIA).
2. Briefing -- [REDACTED] is OTR briefing officer.
3. [REDACTED] -- about 60 per year.
4. Provision of guest speakers to other US government training activities -- about 125 per year (DIS, FSI, IPA, Fort Holabird).

Recent Developments

1. Merger of Introduction to Intelligence (two weeks) and Introduction to Communism (two weeks) into one four-week Intelligence and World Affairs course -- for all entering professionals (including CTs).
2. Entry into current Intelligence Production Course of six junior officers from DDI. This is a break-through -- the first time non-CTs have been in this course. We hope to develop it into the DDI equivalent of Basic Operations Course.
3. Extension of AIS from 10 to 12 days -- plus several days [REDACTED]

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Current Strength

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Courses Presently Offered

	<u>Length</u>	<u>Frequency</u>
Field Finance and Logistics	3 wks	6
Administrative Procedures	1 wk	11
Support Services Review: T&H	1 wk	6
Clerical Induction	1 wk (3 wks max.)	52
Clerical Orientation	4 days	51
Clerical Refresher	4 wks (pt)	10
Midcareer	6 wks	4
Managerial Grid	1 wk	3
Management	1 wk	5
Supervision	1 wk	5
Advanced Management (Planning)	1 wk	6
Senior Management Seminar (Planning)	1 wk	2

Other Functions of SUS

1. Tutorials (FF&L and AP) as required - 13 in FY 71.
2. Experimental Groups (Typing and Shorthand for "Inner City" recruits.)
3. Conduct exercises and training using DELPHI technique.

Recent Developments

Accomplishments

1. Two Performance Appraisal Workshops for Office of Logistics.
2. Administrative support for two Microfilm Information Systems Seminars.
3. Special course in Type II Property Accounting for [redacted] personnel.
4. Administrative support for Effective Briefing Course.
5. Managerial Grid opened to supervisors at all grade levels.

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"In the Mill"

1. Course for Project Officers re Contract Overruns (estimated for Oct 1971).
2. Course for personnel preparing cables under ACT-1 system (in early planning stage)
3. DELPHI exercises: 1 for the CS (spring-summer); 1 for OTR (spring-summer) 1 for the Senior Intelligence Seminar (fall).
4. Design of short courses on Management Science topics (fall).
5. Request for rental of computer terminal for use with #3 and #4 above.
6. Termination of the SMS(P) (end of FY 71).

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The responsibilities of the OTR Guest Speaker Coordinator are to:

1. Establish and maintain a central file of all guest speakers, both internal and external, who participate in OTR-conducted courses and programs. Agency employees currently on duty in the Office of Training are excluded.
2. Coordinate with the School Chiefs and [REDACTED] the scheduling of guest speakers, Agency and non-Agency, who participate in OTR-conducted courses and programs.
3. Establish and maintain a guest speaker subject file for use by all OTR components.
4. Provide biographic data on guest speakers.
5. For all external speakers, collect and provide information on special handling and contact procedures, fees paid, security approval, contract arrangements if any, and evaluation of speaker's effectiveness.
6. Advise the Schools and [REDACTED] of conflicts in scheduling high-level guest speakers, excessive use of a guest speaker, duplication of presentations, inappropriate speaker for the subject, and guest speaker effectiveness.
7. Provide an advance weekly list of high-level guest speakers and periodic reports, as required, on guest speakers used in OTR courses and programs.
8. Coordinate with the CIA representatives at the National War College, National Interdepartmental Seminar, Defense Intelligence School, Army War College, Navy War College, and the JFK Center at Fort Bragg the scheduling of Agency employees who are to speak at these installations.
9. Coordinate with the OTR Briefing Officer the scheduling of Agency employees who are to speak at non-Agency organizations.

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OFFICE OF TRAINING

OTR Notice
No. -71

May 1971

SUBJECT : Guest Speakers in Courses and Programs Conducted by the
Office of Training

RECISSION: Para 2 and 3, OTR Notice No. 5-68, High-Level Guest
Speakers in OTR Courses, dated 16 Feb. 1968

1. This notice establishes procedures for coordination of Agency employees and non-Agency personnel who participate in OTR's courses and programs as guest lecturers, panelists, or leaders of seminars, discussions or workshops. For purposes of this notice, an Agency employee is one not currently on duty in the Office of Training.

2. The OTR Guest Speaker Coordinator will establish and maintain a central file of all OTR's guest speakers, both internal and external. He will be responsible for coordinating the scheduling of guest speakers and providing information on them to the DTR and all OTR components.

3. School Chiefs and [REDACTED] will be responsible for informing the Guest Speaker Coordinator of the intent to schedule a high-level agency guest speaker, or any external speaker before making any contacts. See the attachment to this Notice for the identification of "high-level" guest speakers by position. The Chief Instructors, after arrangements have been made with the Coordinator, will be responsible for inviting the guest speaker and for any arrangements associated with his participation. The Chief Instructor will also obtain any required biographic data and will make it available to the Coordinator for his files. School Chiefs and the [REDACTED] will also be responsible for informing the Coordinator when a high-level Agency or external speaker's schedule is confirmed. The Coordinator must also be advised of any changes in the schedule. The OTR Briefing Officer will notify the Coordinator of Agency employees scheduled to participate in non-Agency programs.

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4. For all external speakers and for all "first-time" Agency speakers, a "Guest Speaker Card" (example attached) will be prepared by the course instructor and sent to the Coordinator as soon as possible after a speaker's presentation. It should be prepared on any Agency guest speaker whenever a significant change occurs in the speaker's subject or his speaking effectiveness.

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5. The School Chiefs and [REDACTED] will be responsible for forwarding to the Coordinator one copy of the final course schedule for any course which has used a guest speaker. They will also ensure that final schedules accurately list the guest speakers.

6. CIA representatives at the National War College, National Interdepartmental Seminar, Defense Intelligence School, Army War College, Naval War College, and the JFK Center at Fort Bragg will notify the Coordinator of all Agency employees scheduled to speak at their respective installations.

HUGH T. CUNNINGHAM
Director of Training

Att. (2)

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Identification of High-Level Guest Speakers by Position

The Director and Deputy Director of Central Intelligence

The Executive Director-Comptroller

Heads of Offices attached to the Office of the DCI

Deputy to the DCI for National Intelligence Programs Evaluation

The Deputy Directors for Intelligence, Plans, Support, and
Science and Technology

An Office, Staff, Service or Center Head in the Intelligence
Directorate

An Area Division, Functional Division, or Senior Staff Chief in
the Plans Directorate

An Office Director in the Support Directorate

An Office or Center Director in the Science and Technology
Directorate

Any deputies to the above mentioned officials

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(when filled in)

Speaker: _____ (Last Name First) Job Title: _____

Grade/Rank: _____ Fee Paid-special arrangements: _____

Course: _____

Summary of speaker's subject: _____

Comments on speaker's presentation: _____

Date of Presentation: _____ School: _____

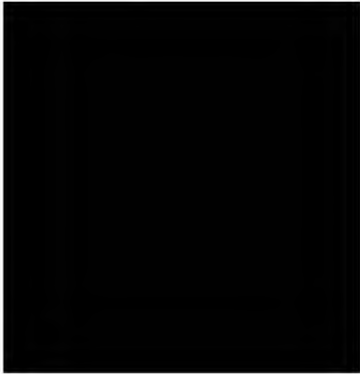
Date of External Speaker's Security Approval: _____

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(when filled in)

SKILLS	DDI	EVENT RELATED-TRAINING
READING WRITING LISTENING BRIEFING CONFERENCE MAP READING TYPING	SENIOR	AREA AND PROBLEM SEMINAR
	MID	SUPERVISORY MANAGEMENT
	AMP	COUNTRY SURVEYS (USSR- CHINA)
		HIGH RISK OF CAPTURE BRFG
	GRID	INT. RESEARCH TECHNIQUES
	IPC	
	IWA	

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SKILLS	DDP	EVENT-RELATED TRAINING
<p>READING</p> <p>WRITING</p> <p>LISTENING</p> <p>BRIEFING</p> <p>CONFERENCE</p> <p>MAP READING</p> <p>TYPING</p>	SENIOR	COS SEMINAR
	MID	AREA AND PROBLEM SEMINAR
	AMP	COUNTRY SURVEYS (USSR-CHINA)
	AOC	CA OPS SEMINAR
	(COMPONENT TRAINING)	S&T
	GRID	SB OPS
	BOC	CHINA OPS
	IWA	SUPERVISORY MANAGEMENT
		INSTRUCTOR TRAINING COURSE
		HIGH RISK OF CAPTURE BRFG
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SKILLS	DDS	EVENT-RELATED TRAINING
READING WRITING LISTENING BRIEFING CONFERENCE MAP READING TYPING	SENIOR MID AMP (COMPONENT TRAINING) GRID IWA	AREA AND PROBLEM SEMINAR INSTRUCTOR TRAINING COURSE HIGH RISK OF CAPTURE BRFG SUPERVISORY MANAGEMENT FOF FF&L OO

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SKILLS	S&T	EVENT-RELATED TRAINING
READING WRITING LISTENING BRIEFING CONFERENCE MAP READING TYPING	SENIOR MID AMP (COMPONENT TRAINING) GRID IWA	AREA AND PROBLEM SEMINAR SUPERVISORY MANAGEMENT HIGH RISK OF CAPTURE BRFG

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